

**Minutes of the
City Commission for the City of Traverse City**



Regular Meeting

June 15, 2015

A regular meeting of the City Commission of the City of Traverse City was called to order at the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan, at 7 p.m.

The following Commissioners were present, constituting a quorum: Mayor Michael Estes, Mayor Pro Tem Barbara D. Budros, James Carruthers, Jeanine Easterday, Gary Howe, Ross Richardson, Tim Werner.

The following Commissioners were absent: None.

The Pledge of Allegiance was recited.

Mayor Estes presided at the meeting.

As required by Commissioner Jeanine Easterday, Agenda Item 2(h) was removed from the Consent Calendar for individual consideration by the Commission.

2. Consent Calendar

Moved by Carruthers, seconded by Richardson, that the following actions as recommended on the amended Consent Calendar portion of the Agenda be approved:

- a. the minutes of the May 28, 2015, Special Meeting, and June 1, 2015, Regular Meeting, be approved.
- b. the Acting City Manager be authorized to declare one (1) 2002 Bombardier Traxtor, #146, surplus so that it may be sold at auction, and that the Acting City Manager be authorized to issue a purchase order to Classic Motor Sports, Inc. in the amount of \$15,297.00 for the purchase of an AWD 2015 Polaris Ranger XP 900 EPS off road vehicle with funds available in the

Garage Fund for this scheduled purchase.

- c. the Acting City Manager be authorized to declare two (2) 2010 Crown Victorias, #9 and #16, surplus, and that the Acting City Manager be authorized to issue a purchase order to Signature Ford in the amount of \$51,162.00 for the purchase of two (2) 2016 Ford Police Interceptors with patrol packages, with funds available in the Garage Fund for these planned replacements.
- d. the Resolution Authorizing the Implementation of Recommendations Necessary to Receive Redevelopment Ready Communities Certification from the Michigan Economic Development Corporation, be adopted.
- e. the City Commission approve of a blanket purchase/service order for asphalt surface repair, on an as-needed basis, in an amount not to exceed \$40,000.00 to Great Lakes Striping and Sealing for fiscal year 2015/2016, with an option for renewals for up to two additional years, in one-year increments, with funds available in the Water and Sewer Maintenance Funds.
- f. the 2015-2016 General Insurance Program, as outlined in the City Clerk's June 9, 2015, communication be approved; and that the City Manager be authorized to approve payment for the Program in the total amount of \$344,577, plus \$6,470.83 for underground storage tank liability, with funds available in the various funds and departmental budgets.
- g. the Mayor and City Clerk execute a unit prices change order to the contract with Crawford Contracting, (originally authorized April 6, 2015), for the 2015 West Front Street Reconstruction Project to correct the unit price for conduit work, such change order subject to approval as to its substance by the Acting City Manager and its form by the City Attorney, with the costs to be reimbursed by the respective utility companies.
- h. Removed from Consent Calendar.
- i. the Mayor and City Clerk execute a unit prices contract with Elmer's Crane and Dozer, in the amount of \$1,019,951.88 for the 2015 Pine Street Pedestrian Bridge and Overhead to Underground Conversion Project, more or less, at the unit prices indicated in its bid, with such contract subject to

approval as to its substance by the Acting City Manager and its form by the City Attorney, with portion of the project costs to be paid for by Traverse City Light & Power and TIF 97 as outlined in the City Engineer's June 8, 2015, communication, with the remainder to be paid for by the Capital Projects Fund; and further that the City Manager be authorized to manage a project contingency of \$60,000; and that the Mayor and City Clerk be authorized to execute any necessary change orders for work associated with the project contingency, such change orders subject to approval as to their substance by the City Manager and their form by the City Attorney.

- j. the Mayor and City Clerk execute an agreement with Traverse Area Recreation Transportation (TART) Trails for Wayfinding Signage along the TART Trail and Boardman Lake Trail with the cost for design, production, and installation to be borne by TART, such agreement subject to approval as to its substance by the Acting City Manager and its form by the City Attorney.
- k. the City Commission waives the competitive bidding requirements as deemed in the best interest of the City; and that the Mayor and City Clerk execute an amendment to the Consultant Agreement with OHM in the amount of \$133,500 for sewer flow monitoring by Martin Control Services, relating to the implementation of the Stormwater, Asset Management, and Wastewater (SAW) grant, with funds available in the Capital Projects, SAW Grant Fund, to be reimbursed by the SAW Grant, such amendment subject to approval as to its substance by the Acting City Manager and its form by the City Attorney.
- l. the Mayor and City Clerk execute the fourth amendment to the parking area lease (lease originally authorized November 3, 2008, and amended January 4, 2010, February 1, 2010, and October 6, 2014), with Pine Street Development One for the provision of public parking spaces at 305 West Front Street, increasing the number of spaces leased from 84 spaces to 99 spaces, with the rate per space to remain the same at \$28.04 per space, such amendment subject to approval as to its substance by the Acting City Manager and its form by the City Attorney, with funds available in the Parking System Fund

CARRIED unanimously

Items removed from the Consent Calendar

a.

Consideration of authorizing the letter of agreement with the Traverse City Film Festival for the 2015 event and authorizing the City Clerk to issue the related street closure and parks and public land use permits.

The following addressed the Commission:

Penny Hill, Acting City Manager
Benjamin Marentette, City Clerk

Moved by Easterday, seconded by Carruthers, that the Mayor and City Clerk execute the letter of agreement with the Traverse City Film Festival outlining the scope of the 2015 Traverse City Film Festival, including use of City personnel and City facilities, such agreement subject to approval as to its substance by the Acting City Manager; and further that the City Clerk be authorized to issue the related Street Use and Park and Public Land Use Permits.

Rick Buckhalter, 932 Kelley Street – made general comments
Deb Lake, Traverse City Film Festival Executive Director, 866 Webster Street – made general comments

CARRIED unanimously.

3. Old Business

3(a).

Public hearing regarding possible budget amendments for Fiscal Year 2014/2015 and consideration of approving the budget amendments.

The following addressed the Commission:

Penny Hill, Acting City Manager
William Twietmeyer, City Treasurer/Finance Director

Mayor Estes opened the public hearing.

No one responded.

There being no one desiring to speak, Mayor Michael Estes closed the public hearing.

Moved by Werner, seconded by Easterday, that the budget amendments for Fiscal Year 2014/2015 as outlined in the City Treasurer/Finance Director's memo of June 12, 2015, be approved.

CARRIED unanimously.

3(b).

Consideration of authorizing an agreement to accept a \$5,000 grant from Rotary Charities to develop a funding strategy for the Traverse City Public Pier Project.

The following addressed the Commission:

Penny Hill, Acting City Manager

Moved by Richardson, seconded by Easterday, that the Acting City Manager be authorized to execute a Grant Agreement with Rotary Charities of Traverse City to accept a \$5,000 planning grant for the Traverse City Public Pier Project, with the city's match to be paid from the Planning Department's Professional and Contractual Line Item.

Rick Buckhalter, 932 Kelley Street – made general comments

CARRIED unanimously.

4. New Business

4(a).

Consideration of adopting the Community Garden Policy, which provides a framework for allowing city households to obtain a community garden plot in designated City parks, as recommended by the Parks and Recreation Commission.

The following addressed the Commission:

Penny Hill, Acting City Manager

Moved by Howe, seconded by Easterday, that the Community Garden Program Policy, authorizing the Plot Trial Program in Parks, be adopted.

Dave Green, Director of Public Services

Lauren Vaughn, Parks and Recreation Superintendent

Lauren Tribble-Laucht, City Attorney

Russell Soyering, City Planning Director

Benjamin Marentette, City Clerk

Brian Haas, 227 East Tenth Street – made general comments

CARRIED unanimously.

4(b).

Consideration of authorizing three blanket purchase orders for chemicals for use at the Water Treatment Plant.

The following addressed the Commission:

Penny Hill, Acting City Manager

Moved by Budros, seconded by Richardson, that the Acting City Manager be authorized to issue blanket purchase orders to Chemtrade Chemicals in the amount of \$0.1077 per pound for approximately 167 tons of Aluminum Sulfate (Alum) in an amount not to exceed \$36,000.00; to Haviland Products Co. in the amount of \$0.0895 per pound for approximately 150 tons of Sodium Hypochlorite (Chlorine) in an amount not to exceed \$27,000.00; and to Key Chemical, Inc. in the amount of \$0.21206 per pound for approximately 38 tons of Hydrofluosilicic Acid (Fluoride) in an amount not to exceed \$16,500.00, for the purchase of chemicals to be used at the Water Treatment Plant with funds available in the

Water Fund.

Roll Call:

Yes – Easterday, Howe, Richardson, Werner, Budros, Estes

No – Carruthers

CARRIED.

4(c).

Consideration of authorizing an amendment to the parking system management agreement to increase the fee paid to the Downtown Development Authority for its management of the parking system and to require that the DDA adhere to the City's purchasing and contracting policies and procedures when procuring goods and services associated with the agreement.

The following addressed the Commission:

Penny Hill, Acting City Manager

Rob Bacigalupi, Downtown Development Authority Executive Director

Moved by Easterday, seconded by Werner, that the Mayor and City Clerk execute the fifth amendment to the Parking Services Operation and Management Contract with the Downtown Development Authority (DDA) (originally authorized June 2, 2003, and amended on January 7, 2008, March 2, 2009, April 1, 2013, and June 16, 2014), which increases the compensation paid by the City to the DDA to \$500,000 per fiscal year, and requires the DDA to follow the City's purchasing and contracting policies, such amendment subject to approval as to its substance by the Acting City Manager and its form by the City Attorney, with funds available in the Parking System Fund.

CARRIED unanimously.

5. Appointments

5(a).

Consideration of appointing an ad hoc committee to develop a framework for reviewing requests for allocations from the Brown Bridge Trust Parks Improvement Fund.

The following addressed the Commission:

Penny Hill, Acting City Manager

No Action was taken .

6. Reports and Communications

The following were received and filed:

- a. Reports, announcements and correspondence from the City Manager.
- b. Announcements from the City Clerk.
- c. Reports, announcements and correspondence from the Mayor and City Commissioners.
- d. Reports and correspondence from other City officials, boards and committees.
 1. Reports from members of the Commission serving on boards.
 2. Minutes of the Traverse City Light and Power Board meeting of April 28, 2015.
 3. Minutes of the Act 345 Retirement System Board meeting of April 29, 2015.
 4. Certification by the City Treasurer/Finance Director of the City's contribution to the Act 345 Retirement System dated June 2, 2015.
- e. Reports and correspondence from non-City officials.

1. Fractile Emergency Response Report from North Flight for May 2015.

7. Public Comment

The following addressed the Commission:

1. Reserved.

None

2. General.

Rick Buckhalter, 932 Kelley Street

3. Mayor and City Commissioners.

Commissioner Richardson
Commissioner Jeanine Easterday
Lauren Tribble-Laucht, City Attorney

There being no objection, Mayor Michael Estes declared the meeting adjourned at 8:48 pm.

Benjamin C. Marentette, MMC
City Clerk

Approved: _____, _____
(Date) (Initials)